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NAME

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KEYSTONE PRACTICAL SYSTEM OF PENMANSHIP

COMMON SCHOOL COURSE

KURTZ BROS., Publishers

CLEARFIELD, PENNA.

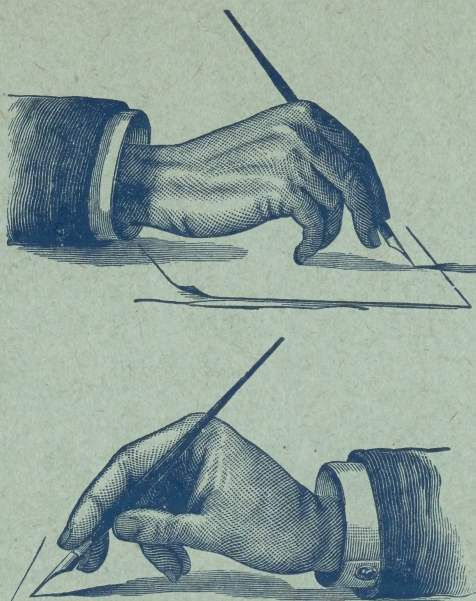
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POSITION.

The first requisite in the practice of Penmanship is a correct position. An awkward position is incompatible not only with health but also with freedom of movement. It is especially important that the pupil should so sit that the chest and lungs may be readily expanded, and that the pen may be used with perfect ease.

The light should be allowed to fall over the left shoulder, otherwise the hand casts a shadow on the book or paper. The pupil should sit near the desk and may use either of the positions illustrated in the annexed diagrams. These are called the "front" and "right-side" positions, and for sake of uniformity, it is better to have all the pupils in the class assume the same position.

Front Position.—Sit near the desk, but not touching it, with the body nearly erect but leaning slightly forward, and with the feet resting squarely on the floor. The fore-arms should be placed lightly on the desk at right angles to each other. Hold the book in position with the left hand. Let the right arm rest on the muscles just forward of the elbow, thus elevating the



wrist slightly. The hand should slide on the nails of the third and fourth fingers.

Right-side Position.—Sit erect with the right side near the desk, but not touching it. Have the feet flat on the floor with the left foot slightly advanced. Let the right fore-arm rest on the desk parallel to the edge. Keep the book in place with the left hand.

PEN-HOLDING.

Hold the pen lightly between the thumb and the first and second fingers. Grasp the pen-holder about one and one-half inches from the point of the pen. Let it cross the second finger at the roots of the nail. The first finger should rest on the upper side of the holder, which should pass to the left of the first finger, crossing it at the knuckle. Place the upper side of the end of the thumb against the holder, opposite the lowest joint of the first finger. The hand should glide easily on the nails of the third and fourth fingers, which must bend under the palm of the hand. Let the pen rest squarely on the paper and let the holder point toward the right shoulder.

MOVEMENTS.

Easy movement is essential to graceful writing, but it is acquired only by constant practice. There are four principal movements in writing, known as, "the finger movement," "the fore-arm movement," "the combined movement," and "the whole-arm movement."

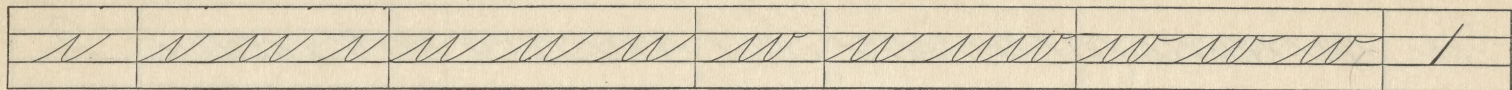
Finger Movement.—This consists simply in the extension and contraction of the fingers and thumb. It is used chiefly in forming the up and down strokes of the small letters.

Fore-arm Movement.—This consists in carrying the pen back and forth across the page, with the arm resting on the muscles below the elbow, and in forming and connecting letters without the aid of the fingers.

Combined Movement.—This is the union of the two preceding movements, in which the fingers construct the up and down strokes while the fore-arm supplies the motion across the page. This movement is used almost entirely in ordinary writing.

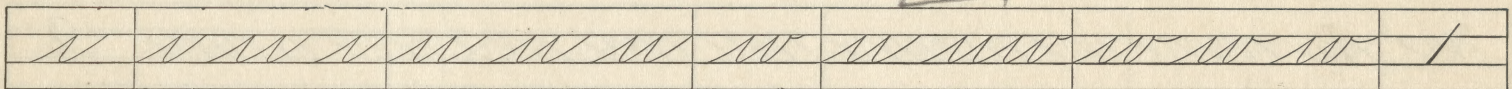
Whole-arm Movement.—This is the action of the whole arm from the shoulder, with the elbow elevated above the desk. It is principally used for forming large capitals and for flourishing.





i i n v u w x y z

i j k l m n o p q r s t u v w x y z



<i>n</i>	<i>n n n</i>	<i>n n n n</i>	<i>n n</i>	<i>n n n</i>	<i>n n n n</i>	2
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n n n n n n n n n n 2

n n n n n n n 2

n n n n n n n 2

n n n n n n n 2

<i>n</i>	<i>n n n</i>	<i>n n n n</i>	<i>n n</i>	<i>n n n</i>	<i>n n n n</i>	2
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<i>v</i>	<i>vv vv</i>	<i>vv vvv</i>	<i>v</i>	<i>vv vv</i>	<i>vv vvv</i>	<i>3</i>
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<i>v</i>	<i>vv vv</i>	<i>vv vvv</i>	<i>v</i>	<i>vv vv</i>	<i>vv vvv</i>	<i>3</i>
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<i>o</i>	<i>o o w n</i>	<i>o n o o n</i>	<i>a</i>	<i>a a n</i>	<i>a a m</i>	<i>4</i>
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<i>o</i>	<i>o o w n</i>	<i>o n o o n</i>	<i>a</i>	<i>a a n</i>	<i>a a m</i>	<i>4</i>
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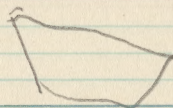
<i>n</i>	<i>n</i>	<i>now</i>	<i>nn</i>	<i>corn</i>	<i>e</i>	<i>e</i>	<i>ewe</i>	<i>ee</i>	<i>even</i>	<i>5</i>
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<i>n</i>	<i>n</i>	<i>now</i>	<i>nn</i>	<i>corn</i>	<i>e</i>	<i>e</i>	<i>ewe</i>	<i>ee</i>	<i>even</i>	<i>5</i>
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r	r	row	r	rain	s	s	sew	s	sane	6
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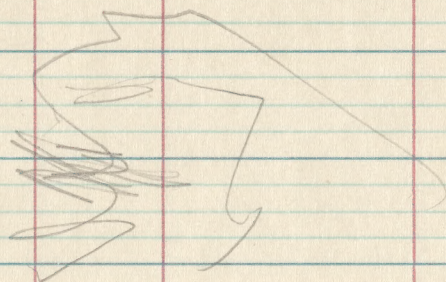
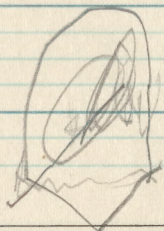
sp

r	r	row	r	rain	s	s	sew	s	sane	6
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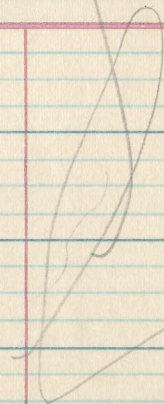


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u	use	names	a	same	arrows	7
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u	muse	names	a	same	arrows	7
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v	omen	ermine	x	wane	crowns	8
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v	omen	ermine	x	wane	crowns	8
---	------	--------	---	------	--------	---

<i>m</i>	<i>canes</i>	<i>success</i>	<i>m</i>	<i>mine</i>	<i>minus</i>	<i>9</i>
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<i>m</i>	<i>canes</i>	<i>success</i>	<i>m</i>	<i>mine</i>	<i>minus</i>	<i>9</i>
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<i>t</i>	<i>t ton</i>	<i>t tents</i>	<i>t</i>	<i>toast</i>	<i>torrent</i>	<i>10</i>
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<i>t</i>	<i>t ton</i>	<i>t tents</i>	<i>t</i>	<i>toast</i>	<i>torrent</i>	<i>10</i>
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d	d	die	d	deed	d	dead	decade	//
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d	d	die	d	deed	d	dead	decade	//
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pr pup pump 12

p p up p pup p pups pump 12

q	q	qu	q	quit	q	quits	quarts	13
---	---	----	---	------	---	-------	--------	----

q	q	qu	q	quit	q	quits	quarts	13
---	---	----	---	------	---	-------	--------	----

<i>l</i>	<i>lost</i>	<i>load</i>	<i>l</i>	<i>ladle</i>	<i>larned</i>	<i>14</i>
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<i>l</i>	<i>lost</i>	<i>load</i>	<i>l</i>	<i>ladle</i>	<i>larned</i>	<i>14</i>
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b	b	bid	b	bind	b	band	braids	15
---	---	-----	---	------	---	------	--------	----

b	b	bid	b	bind	b	band	braids	15
---	---	-----	---	------	---	------	--------	----

<i>h</i>	<i>h</i>	<i>ah</i>	<i>h</i>	<i>had</i>	<i>h</i>	<i>head</i>	<i>hands</i>	<i>16</i>
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<i>h</i>	<i>h</i>	<i>ah</i>	<i>h</i>	<i>had</i>	<i>h</i>	<i>head</i>	<i>hands</i>	<i>16</i>
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k	k	kit	k	kids	k	kirks	kindle	17
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k	k	kit	k	kids	k	kirks	kindle	17
---	---	-----	---	------	---	-------	--------	----

<i>y</i>	<i>y</i>	<i>put</i>	<i>y</i>	<i>forst</i>	<i>y</i>	<i>joint</i>	<i>joined</i>	18
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<i>y</i>	<i>y</i>	<i>put</i>	<i>y</i>	<i>forst</i>	<i>y</i>	<i>joint</i>	<i>joined</i>	18
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y	y	ay	y	yak	y	yard	yachts	19
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y	y	ay	y	yak	y	yard	yachts	19
---	---	----	---	-----	---	------	--------	----

g	g	get	g	gold	g	glad	glades	20
---	---	-----	---	------	---	------	--------	----

g	g	get	g	gold	g	glad	glades	20
---	---	-----	---	------	---	------	--------	----

z	z	zed	z	zibet	z	zebra	zodiac	21
---	---	-----	---	-------	---	-------	--------	----

z	z	zed	z	zibet	z	zebra	zodiac	21
---	---	-----	---	-------	---	-------	--------	----

f f aft f after f field found 22

f f aft f after f field found 22

<i>l</i>	<i>balm</i>	<i>l</i>	<i>bend</i>	<i>h</i>	<i>kettle</i>	<i>h</i>	<i>kick</i>	<i>23</i>

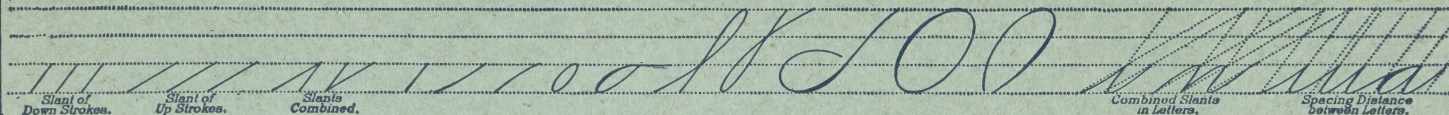
<i>l</i>	<i>balm</i>	<i>l</i>	<i>bend</i>	<i>h</i>	<i>kettle</i>	<i>h</i>	<i>kick</i>	<i>23</i>

f jury young f gray you are 24

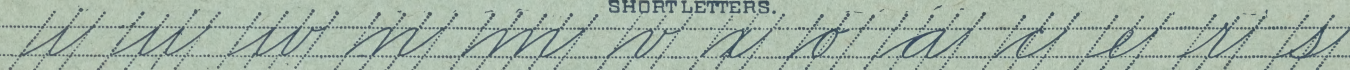
f jury young f gray you are 24

PRACTICAL SYSTEM OF PENMANSHIP

PARTS OF LETTERS



SHORT LETTERS.

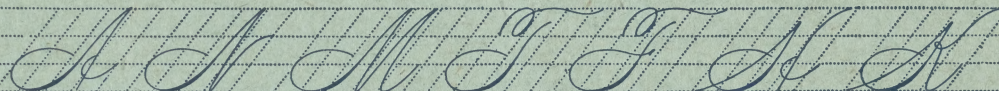


STEM LETTERS

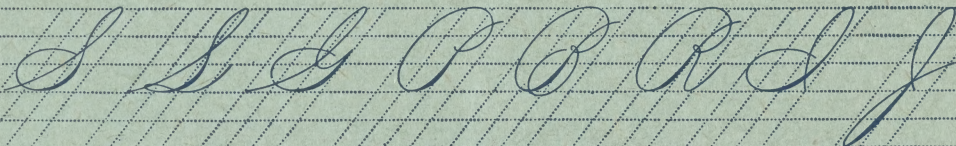
LOOP LETTERS.



CAPITAL-STEM LETTERS.

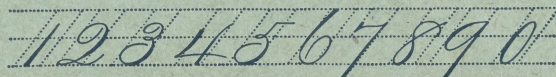
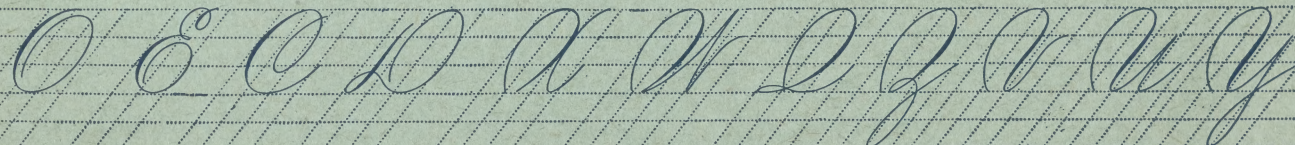


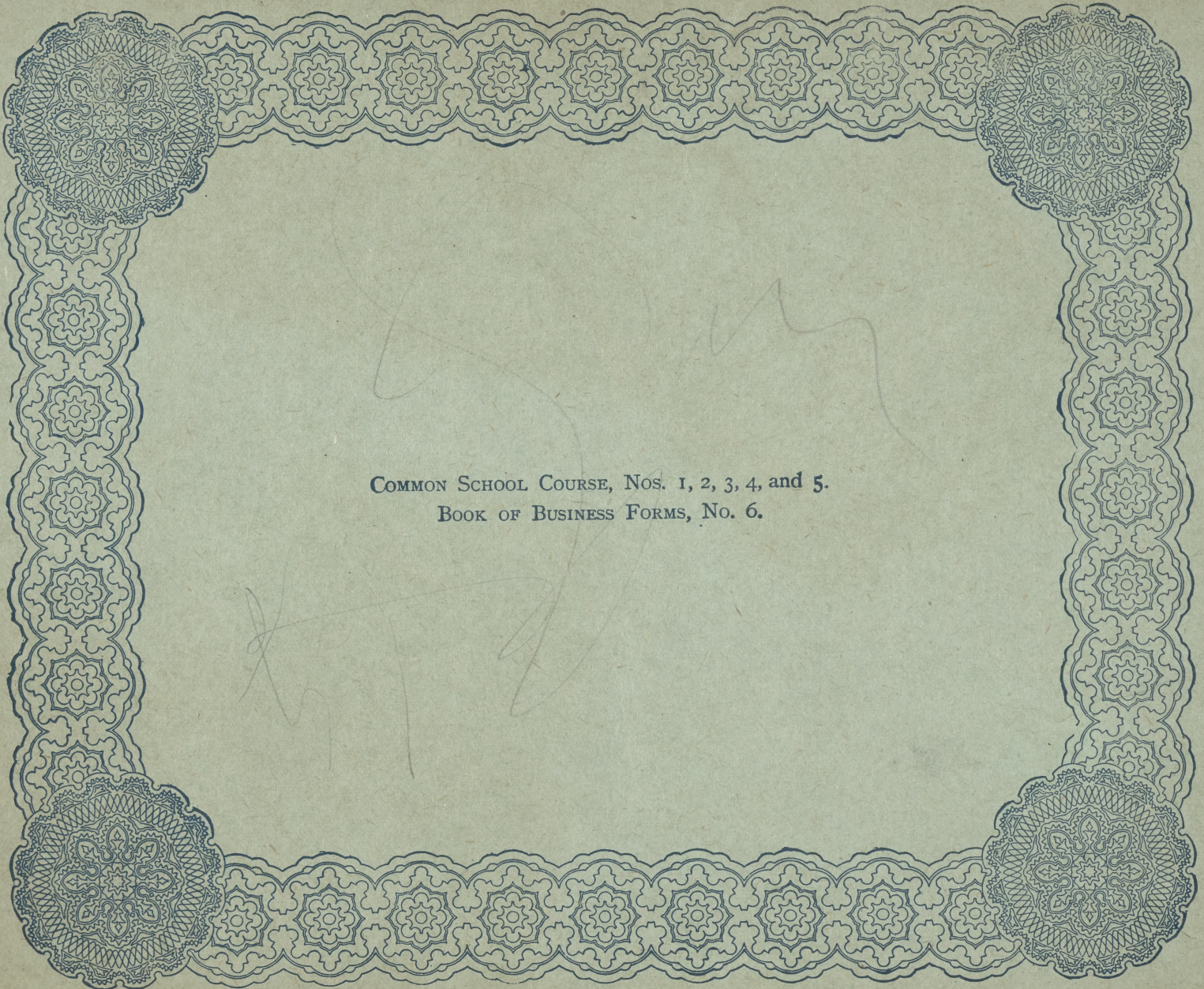
CAPITAL-STEM LETTERS CONTINUED.



DIRECT OVAL LETTERS.

REVERSED OVAL LETTERS.





COMMON SCHOOL COURSE, NOS. 1, 2, 3, 4, and 5.
BOOK OF BUSINESS FORMS, No. 6.